



## **GEMEENSAPSDIENSTE**

### **EKSTERNE ADVERTERING**

### **BESKERMINGSDIENSTE**

#### **SENIOR SUPERINTENDENT:**

**LISENSIES GD441**

## **COMMUNITY SERVICES**

### **EXTERNAL ADVERTISEMENT**

### **PROTECTION SERVICES**

#### **SENIOR SUPERINTENDENT:**

**LICENCE GD441**

#### **Funksies:**

- Beheer van voertuig lisensiëring administrasie
- Bestuur van personeel in lisensiëring afdeling
- Gee advies oor padverkeerstekens en padmerke
- Verantwoordelik vir die bestuur van eNaVIS afspraak sisteem
- Implementering van verkeerswetgewing en regulasies
- Inspektering van alle munisipale voertuie van tyd tot tyd vir padvaardigheid
- Aflos by Toetse vir K53 en Onderzoek van voertuie wanneer nodig

#### **Vereistes:**

- Graad 12 Nasionale Diploma/ Toepaslike Nasionale Diploma vir Verkeersbeamptes
- Graad A Onderzoeker van Voertuie
- Graad A K53 Onderzoeker van Bestuurderslisensies
- 5-7 Jaar toepaslike ondervinding
- Uitstekende kommunikasievaardighede, skriftelik sowel as mondeling in ten minste twee van die volgende drie amptelike tale van die Wes-Kaap: Afrikaans, Engels en Xhosa
- Geldige Kode EC (Pr DP) en Kode A Bestuurderslisensies
- Rekenaarvaardig
- Konflik hantering en goeie mense verhoudinge

#### **Aanbeveling**

- SANS 0216 Sertifikaat
- Ervaring in Plaaslike Owerheidsomgewing
- Bereidwilligheid om oortyd te werk
- Geen kriminele rekord

#### **Duties:**

- Control of vehicle licensing administration
- Manage of licensing section personnel
- Give guidance on traffic signs and road markings
- Responsible to manage the eNaTIS Booking Systems
- Implementation of traffic laws and regulations
- Inspects all municipal vehicles from time to time in order to establish roadworthiness
- Substitute for Testing: K53 and Examiner of vehicles when needed

#### **Requirements**

- Grade 12 National Diploma/ Relevant National Diploma for Traffic Officers
- Grade A Examiner of Vehicles
- Grade A K53 Examiner of Driver's Licences
- 5-7 years relevant experience
- Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape: Afrikaans, English and Xhosa
- Valid Code EC (PrDP) & Code A Driver's Licence
- Computer literate
- Conflict management and good interpersonal skills

#### **Recommendations:**

- SANS 0216 certificate
- Experience in Local Authority Environment
- Willingness to work overtime
- No criminal record

**Vergoeding:**

T13 (R272 544.76-R353 772.20) p.j

**Remuneration:**

T13 (R272 544.76-R353 772.20) p.a

**SLUITINGS DATUM: / CLOSING DATE: 4 MAY 2017**

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek, ongeag 'n gepaardgaande CV. Hierdie vorms kan ingehandig word by die Menslike Hulpbronne kantoor van me Janine Dixon-Kasira telefoonnommer 028-425 5500. Slegs volledig voltooide aansoekvorms met gesertifiseerde afskrifte van kwalifikasies, sertifikate, rybewys (indien nodig) en identiteitsdokumente sal oorweeg word. As kwalifikasiesertifikate nie onmiddellik beskikbaar is nie, moet beëdigde verklaring ingedien word as bewys van kwalifikasie.

**Aansoeke wat na die sluitingsdatum ontvang word deur die kantoor van menslike hulpbronne sal nie oorweeg word nie. Kandidate wat nie gekontak is teen 6 Junie 2017 moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's en / of kwalifikasies kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.**

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained and handed in at the Human Resources office from Mrs Janine Dixon-Kasira, telephone number 028 – 425 5500. Only fully completed application forms with certified copies of qualifications, certificates, driver's licence (if required) and identity documents will be considered. If qualification certificates are not immediately available, affidavit must be handed in as proof of qualification.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regards would be appreciated.

**Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted by 6 June 2017 must consider their applications to be unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.**

**DEAN O'NEILL, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280**